

# Foreign Affairs Manual



## Volume 15 – Overseas Buildings Operations

Change Transmittal: OBO-40

Date: December 23, 2013

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### 15 FAM 320 LEASE WAIVER/APPROVAL PROCEDURES 15 FAM 340 LEASE AGREEMENTS

#### Changes

1. This Change Transmittal issues the following administrative changes to 15 FAM 320 and 15 FAM 340:
  - **15 FAM 320, Lease Waiver/Approval Procedures:** The word “shall” has replaced the “must” in 15 FAM Exhibit 328, Clauses to Use in a Lease with Option to Purchase; and
  - **15 FAM 340, Lease Agreements:** In 71 cases in the exhibits to this subchapter, the word “shall” has replaced the word “must.”
2. If these subchapter issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If these subchapter issuances changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in these subchapters is the Bureau of Overseas Buildings Operations (OBO). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

#### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 15 FAM 320 (CT:OBO-38; 12-11-2013) and insert new subchapter 15 FAM 320 (CT:OBO-40; 12-23-2013).
2. Remove and discard old subchapter 15 FAM 340 (CT:OBO-38; 12-11-2013) and insert new subchapter 15 FAM 340 (CT:OBO-40; 12-23-2013).
3. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:OBO-40, and initial.

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